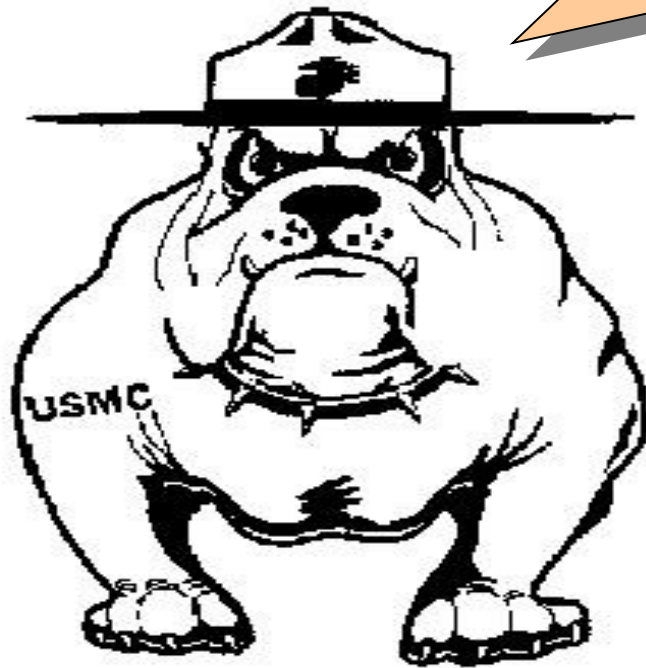


RECORDS MANAGEMENT

An Introduction to
Marine Corps
Records Management



Welcome to Marine Corps Records Management
Boot Camp...





OBJECTIVES

- To provide an overview of Marine Corps records management (RM).
- To identify policy, training, and compliance requirements for an effective Marine Corps-wide records management program.



ROLES AND RESPONSIBILITIES

- HQMC ARDB:
 - Establishes Marine Corps-wide records management policy.
 - Serves as Records Program Manager for the Marine Corps
 - Ensures policy and legal compliance with records management practices Marine Corps-wide.

- Command Designated Records Managers (CDRMs)
 - Required down to the MLG level per SECNAV 5210.11E.
 - Serve as the records management liaisons for HQMC ARDB.
 - Establish a network of records manager within their organizations to implement RM requirements.

- All Marines
 - Are records managers and responsible for managing records in accordance with National Archives-approved dispositions.



RECORDS ARE IMPORTANT

- To ensure Marine Corps readiness at all times.
 - Ready access to information is vital to our mission.
 - Records are essential to our ability to carry out business functions.
- To document the unique Marine Corps experience.
 - Records document Marine Corps activities.
 - Records are evidence of Marine Corps contributions to the war effort and the Nation's history.
- To make information available for this and future generations.
 - Records must be preserved for current and future use.
 - Permanent Federal records are transferred to the legal custody of the National Archives.



definitions

BACKGROUND

regulations

policies

RECORDS MANAGEMENT

Records Management is defined as:

- The area of general administrative management concerned with achieving economy and efficiency in the creation, maintenance, use, and disposition of records.



IMPORTANCE OF RECORDS MANAGEMENT

- Records are the memory of an organization.
 - Too much information resides only in the memory of personnel.
- Good records management protects the legal and financial interests of the Government and public.
- Records protect the individual rights of active, reserve and civilian Marines.



RECORD

“Record” is defined as:

- **Per 44 U.S.C. 3301**, ...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, **made or received by an agency** of the United States Government under Federal law or **in connection with the transaction of public business** and preserved or appropriate for preservation by that agency or its legitimate successor **as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities** of the Government or because of the information value of the data added to them.

Most of what you do is a Federal record.



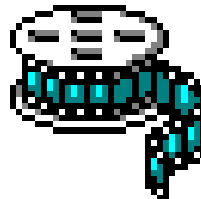
NON RECORD

Non-Record is information material not meeting the legal requirements of Federal records such as:

- Stocks of publications and other reproduced documents maintained for supply purposes only. (A single copy of a publication is a permanent record.)
- Materials preserved solely for purposes of reference or copies of originals used for exhibition in libraries or museums.
- Duplicate copies or drafts.
- Correspondence received for information that does not require action.
- Reference materials used to prepare briefings or training.

ELECTRONIC RECORDS MANAGEMENT

- Electronic records management is the information or data files created and stored in digital form through the use of computers and application software.
- Electronic Information System (EIS) is defined as a system that manages records or data.
- Electronic records require special maintenance, handling and storage to prevent degradation of the files and support access and retrieval of information according to a NARA-approved disposition.



BASIC LAWS, AUTHORITIES AND POLICIES

- 44 United States Code, Chapters 31 & 33
- 36 Subchapter B, National Archives and Records Administration (NARA), Records Management; Code of Federal Regulations
- DOD 5015.2, DOD Records Management Program
- DOD 5015.2-STD, Design Criteria Standard for Electronic Records Management Software Application
- SECNAVINST 5210.8D, Department of the Navy Records Management Program
- SECNAV M- 5210.1, Ch. 1, Nov 2007 (Rev), Department of the Navy Records Management Manual
- MCO 5210.11E, Marine Corps Records Management Program
- NAVMC 5210.11E, Marine corps Records Management Program Manual



SSIC

- Standard Subject Identification Codes (SSIC) are the single standardized system of numbers and letters for categorizing Navy and Marine Corps information.

<u>SSIC</u>	<u>TYPE OF RECORD</u>
■ 1000 - 1999	Military Personnel
■ 2000 - 2999	Telecommunications
■ 3000 - 3999	Operations and Readiness
■ 4000 - 4999	Logistics
■ 5000 - 5999	General Administration and
Management	
■ 6000 - 6999	Medicine and Dentistry
■ 7000 - 7999	Financial Management
■ 8000 - 8999	Ordnance Material
■ 9000 - 9999	Not used by Marine Corps
■ 10000 - 10999	General Material
■ 11000 - 11999	Facilities and Activities Ashore
■ 12000 - 12999	Civilian Personnel
■ 13000 - 13999	Aeronautical and Astronautical
Material	

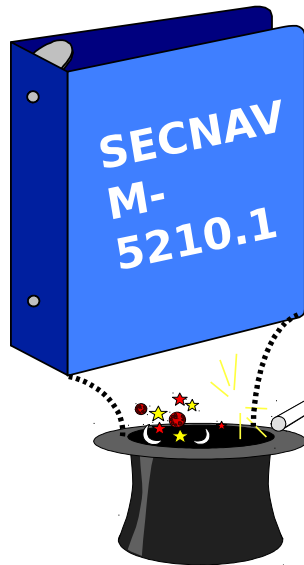
GIT-R-DONE, Marine!



IDENTIFY SSIC

- Word searches may assist in locating the appropriate SSIC code.
- The Organization/Command may not assign an SSIC to electronic record systems without completion of the scheduling process.
- SECNAV Records Management Manual link:
<http://www.usmc.mil/news/publications/Pages/SECNAV%20M-5210.2.aspx>

Code



SECNAV M- 5210.1 Ch 1: Department of the
Navy Standard Subject Identification

Manual -

For example:

- 3760 is Master Flight Files
- 1650 is Award Files



RECORDS MAINTENANCE



RECORDS MAINTENANCE REQUIREMENTS

- Assign knowledgeable personnel to implement/monitor record keeping activities and know your CDRM.
- Organize and maintain records in an orderly fashion to provide efficient filing and retrieval.
- Design, monitor and review electronic information systems to meet records management requirements, including archiving records.
- The Marine Corps directive that governs records maintenance is MCO 5210.11E.
- Preserve all records in accordance with NARA-approved dispositions.

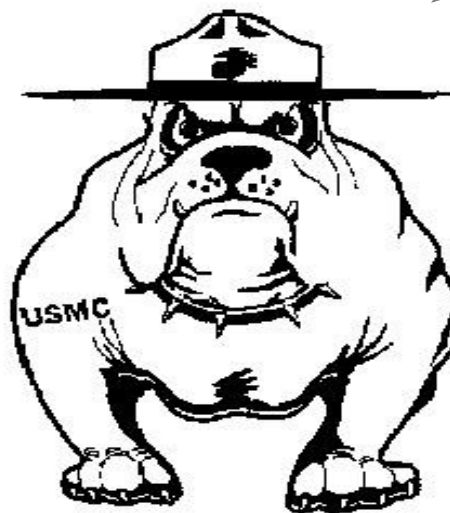
RECORD TYPES

- There are 2 types of records:

- ☐ Permanent Records.

- ☐ Temporary Records.

I'm Permanent; you're just Temporary.



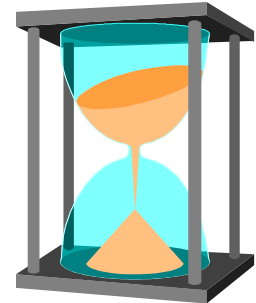


PERMANENT RECORDS

- Records appraised by NARA to have enduring value (historical, research, legal, scientific, cultural, or other values) to warrant continued preservation by the Federal Government as part of the National Archives.
- Records that will protect Marine Corps interests and document mission, functions, responsibilities, and significant experiences and accomplishments.
- Permanent records will ultimately be transferred to the National Archives.
- Records currently scheduled as permanent are listed in SECNAV-M5210.1 Ch1.

TEMPORARY RECORDS

- Records approved by the National Archives for either immediate disposal or for disposal after a specific time or event.
- Records are stored until the designated time for destruction, maintained within an EIS archives or stored at a National Archives Federal Record Center (FRC).
- Records currently scheduled as temporary are listed in SECNAV M-5210.1 Ch1 or the General Records Schedule.



FROZEN RECORDS

- Frozen records or “record holds” are records placed on hold in response to litigation. Temporary records may not be destroyed according to the dispositions if records are frozen.
- Record holds may also occur in anticipation of litigation (i.e. Katrina, Haiti, BP Oil Spill, etc.).
- Frozen records may be permanent, temporary or unscheduled records held within office space or a National Archives FRC.



A conceptual image featuring a globe constructed from interlocking puzzle pieces. The globe is positioned on the left side of the frame. Several puzzle pieces are missing from the globe and are scattered on the light blue surface in the foreground. The background is a soft, light blue gradient. The title 'DISPOSITION OF RECORDS' is overlaid in the center-right area in a bold, green, sans-serif font.

DISPOSITION OF RECORDS



DISPOSITION OF RECORDS

- Disposition is the NARA-approved schedule for the destruction of temporary records, or the transfer of permanent records to the National Archives, including cut off and storage instructions and retention.
- The dispositions of Marine Corps and Navy records are published in SECNAV M-5210.1 Ch1.

RECORD MANAGEMENT FORMS

- Request for Records Disposition Authority, Standard Form 115 (SF115) – used to obtain authority for the disposition of records.
- Records Transmittal and Receipt, SF135 – used to store records at the NARA Federal Record Center according to fee-for-service.
<https://ips.usmc.mil/sites/ard/recman/sf135/Lists/Records%20Management%20Library/AllItems.aspx>
- Agreement to Transfer Records to the National Archives, SF258 – used to transfer legal custody of permanent records to NARA.
- Notice of Eligibility for Disposal, NA13001 - Notice sent from



TRAINING

TRAINING

- Records Management training is available on Marine.net. Use the following link to access this valuable tool.

1. Records Management, Everyone's Responsibility:

<https://www.marinenet.usmc.mil/MarineNet/Search/CatalogSearch.aspx?link=Bread>

2. Records Management, Advanced Topics:

<https://www.marinenet.usmc.mil/MarineNet/Courses/Enroll.aspx>

- Learn more about Marine Corps records management:

<https://ips.usmc.mil/sites/ard/recman/default.aspx>

A conceptual image featuring a globe constructed from interlocking puzzle pieces. The globe is positioned on the left side of the frame. Several puzzle pieces are scattered on the light blue surface in front of the globe, suggesting a process of assembly or a missing piece. The word "COMPLIANCE" is overlaid in a bold, green, sans-serif font.

COMPLIANCE



COMPLIANCE

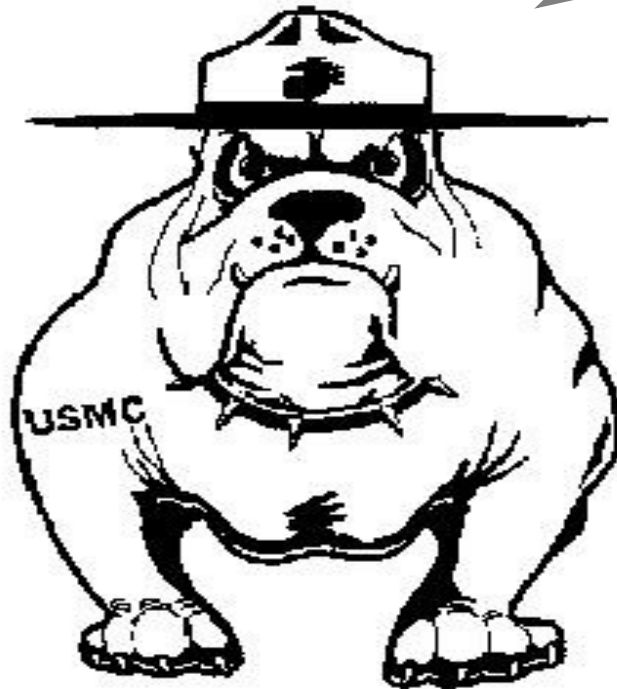
- USMC Records Management is inspected by the Inspector General (IG):
 - IG inspection teams use the Automated Inspection Reporting System (AIRS) checklist provided by HQMC ARDB.
 - USMC Organizations/Commands self inspections ensure records management compliance.



CONCLUSION

- Records ensure Marine Corps readiness.
- Records document our undeniable sacrifices and contributions to our Nation's history.
- Records show our appreciation to Marines and their families by making information available for this and future generations.

Congratulations...You've just completed Marine Corps
Records Management Boot Camp..



CONTACT US

- Records, Reports & Directives Management Section HQMC, ARDB:

Address: HQMC, AR Division, ARDB
Pentagon 2B253
Washington, DC 20350-3000

Telephone: (703) 614-1081; DSN 224-1081

E-mail address: HQMCREC-MGR@USMC.MIL

Homepage:

<https://ehqmc.usmc.mil/ORG/AR/ARD/ARDB/DEFAULT.ASPX>

Portal: <https://ips.usmc.mil/sites/ard/recman/default.aspx>